

Recoding Examples

December 2004

	Situation	CS-1758	E-mail PMA	CS-129 & PD needed	Job Change	Need SBO Approval
1	Vacant manager position – subordinates need to temporarily report to another manager		X With vacant mgr supervisory link and employee ID of temp mgr			
2	Vacant manager position – WOC assignment is made and subordinate positions need to be linked to manager who is WOC		X With vacant mgr supervisory link and Employee ID# of WOC candidate			
3	Subordinate(s) & their responsibilities move permanently to a new manager	X				
4	Manager & their responsibilities move permanently to a different manager	X				
5	Manager, subordinates, and their responsibilities are reassigned to a new area	X				
6	All subordinate employees of one manager are permanently moved to a different manager (the subordinate staff justify “new” manager’s class/level)	X To recode subordinate employees		X To freeze original manager position		
7	Re-code all subordinate staff from a manager to a specialist, thereby making the specialist a manager.	X Encourage department to establish a new manager and make an appointment		X To freeze former manager; to freeze new “manager” (classified as a specialist); or, to establish new manager (preferred option).	X If specialist appointed to new manager position.	X (if level 13+)

* assumes all duties and responsibilities remain the same

	Situation	CS-1758	E-mail PMA	CS-129 & PD needed	Job Change	Need SBO Approval
8	Employee is given new responsibilities and duties and a new manager			X To establish new position (this will also recode employee to new manager)	X	X (if level 13+)
9	Employee is given new responsibilities and duties with current manager			X To establish new position	X	X (if level 13+)
10	New Division, Section, or Unit is created and a manager is being reassigned to new area (note: this does not include cases where the division, section, or unit is simply being moved, intact, elsewhere in the department...see 3, 4, & 5)			X To establish new manager position	X	X (if level 13+)
11	Employee is hired into the wrong position code			X To establish correct position (if necessary)	X	X (if level 13+)
12	E&S Manager is having all technical staff moved and B&A staff are being assigned to the manager.			X To freeze or reclassify manager position; or establish new and appoint	X	X (if level 13+)
13	Recoding employees to form new Unit, Sections and eliminate Divisions.			X To establish appropriate positions	X	X (if level 13+)
14	Recode one employee who occupies a position code with several other employees			X to establish appropriate position under new supervisor. PD not necessary if preapproved.	X	X (if level 13+)
15	Recode State Transitional Professional positions when they are vacated			X to review duties and responsibilities	X	